



*Embassy of the United States of America  
Kyiv, Ukraine*

## **JOB OPPORTUNITY ANNOUNCEMENT**

**# 009**

**Date: March 19, 2013**

**TO: ALL MISSION PERSONNEL**

**FROM: CHRISTOPHER NEWTON– HUMAN RESOURCES OFFICER**

**SUBJECT: AUDIO-VISUAL TECHNICIAN**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

<b><u>POSITION TITLE:</u></b>	<b>Audio-Visual Technician</b>
<b><u>OPEN TO:</u></b>	<b>All Interested Candidates</b>
<b><u>GRADE LEVEL:</u></b>	<b>FSN-06, FP-08* (FULL PERFORMANCE LEVEL)</b>
<b><u>WORK HOURS:</u></b>	<b>Full Time, 40 hours per week</b>
<b><u>POSITION TYPE:</u></b>	<b>PERMANENT</b>
<b><u>OFFICE LOCATION:</u></b>	<b>Information Resources Management (IRM)</b>
<b><u>OPENING DATE:</u></b>	<b>Immediate</b>
<b><u>DEADLINE:</u></b>	<b>April 2, 2013 at 6 P.M. Kyiv Time</b>

*\*FP-08 is subject for confirmation with Washington.*

**ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.**

## **BASIC FUNCTION OF POSITION:**

Under supervision of the Computer Management Specialist and Information Systems Officer, operates and maintains post audiovisual equipment for all programming purposes inside and outside the Mission; monitors and records local trainings and conferences as needed; manages technical aspects of the Multipurpose Room, Kennedy Center and Atrium. Edits material for broadcast on VBrick video system.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

Operates and maintains audiovisual equipment, including analog and digital photographic, video and sound equipment, sound systems, interpretation equipment, lighting, videoconferencing equipment. **30%**

Provides audiovisual support to users of the Multipurpose Room, Kennedy Center and Atrium, including technical assistance for digital videoconferences and film and video presentations to public audiences. **20%**

Provides audiovisual support for Mission events at locations inside and outside the Mission compound, including at official residences. **20%**

Manages and maintains Multipurpose Room, Kennedy Center and Atrium technical equipment in cooperation with IRM. **5%**

Manages DVC operations in all conference rooms. **5%**

Monitors and maintains inventories of audiovisual equipment, parts and supplies. **5%**

Other duties as assigned including web support and basic computer operations for ISC: (password resets, equipment install, etc) **15%**

## **REQUIRED QUALIFICATIONS:**

### **EDUCATION:**

➤ Two years of college studies in AV, IT, or other related field is required.

### **WORK EXPERIENCE:**

➤ Minimum one year experience in technical support dealing with AV equipment is required.

### **LANGUAGE:**

➤ Level III (good working knowledge) English (speaking/reading/writing) is required. Level III (good working knowledge) Ukrainian or Russian (speaking/reading/writing) is required.

### **KNOWLEDGE:**

➤ Knowledge of sound and visual process, capabilities of several pieces of equipment, technical trouble-shooting. Knowledge of various methods, processes and techniques of visual communication.

### **SKILLS AND ABILITIES:**

➤ Ability to adapt to equipment conditions outside the Embassy, flexibility in response to multiple demands, ability to operate well under pressure. Demonstrated artistic talent, ingenuity, and creative ability to interpret and execute installation instructions. Ability to operate A/V and DVC equipment. Proficiency in Microsoft Office, web support, and basic computer operations.

### **APPLICATION AND SELECTION PROCESS:**

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office by **COB April 2, 2013.** The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

**Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: 521-5155.**

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

### **ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.

- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: SEngert(by e-mail)